



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

Developmental Disabilities Administration

Frank W. Kirkland, Executive Director

MEMORANDUM

TO: Executive Directors, Community Service Providers
FROM: Frank W. Kirkland, Executive Director
Developmental Disabilities Administration
DATE: August 23, 2011
RE: **FY2011 DDA/CSRRC Annual Wage and Benefits Survey**

The Administration is continuing to gather the annual wage and benefits survey. To accomplish that I am using the same Excel file updated for 2011. Please note the attestation is not required for this submission of the annual wage and benefit survey. With this survey, we are collecting overall expenditures data for the fiscal year, including fringe benefits, total payroll, bonuses, and money spent to increase wages and benefits. We are also collecting employee detail data, including wages and hours paid for the year for specific positions, number of employees, turnover, and tenure.

We are asking that the 2011 Annual Wage and Benefits Survey be completed by November 1, 2011. All community services providers funded by the DDA are required to properly complete and return the survey in accordance with Health-General Article, §7-306.1(1), of the Annotated Code of Maryland. State law authorizes fiscal sanctions to be imposed on providers that do not submit this data timely.

Surveys must be returned in electronic form. The survey is available for download as an Excel file from the DDA website at www.ddamaryland.org. From the DDA home page, click on the "Providers" tab then click on the "Cost Reports and Wage Surveys" link, and save the file to your computer. Once you have entered the data into the spreadsheet, please save a copy for your records and send the completed file as an attachment to an email to millerc@dhmh.state.md.us. We will confirm in writing our receipt of this data.

If you have any questions, please do not hesitate to call Carrie Phillip at 410-767-5996. Thank you for your time in submitting this information.

cc: Carrie Phillip
Laura Howell
Regional Directors